

Approved

**Town of Brentwood  
Budget Committee Hearing  
Minutes of November 21, 2011**

*Present:* Elyse Seeley (Chair), Bill Faria, Krista Steger, Bob Mantegari, Amy Mitchell (for Dianne Vosgien as School Board Representative), Malcolm Allison, Jeff Bryan (Select Board Representative) .

*Absent:* Tracie May

*Public present:* Ken Christiansen, Crystal Buswell, Amy Wilson, Lisa Swasey, John Lyon, Kim Woods, Cherie Smeltzer, Sue Mayo.

Chairperson Elyse Seeley called the meeting to order at 7:05 pm.

1. Motion to approve the draft minutes as written from November 7, 2011.  
Malcom/Bob, approved, 4-0, 3 Abstentions (Bob, Krista, Amy)
2. Appointment discussion for Tracie May's term. She has called and offered her resignation, to follow-up with a letter to the Committee. Elyse asked both potential candidates to introduce themselves and interest in appointment. Ken explained he has been on the committee in the past and brings experience with the process but has not decided if he will stand for a full term at the next election. John explained he brings audit experience from his previous employment (now retired) and wants to try for the term at the next election. After a brief discussion the board voted to appoint John to serve until the next election. Both this position and one other will be open at the next election.

Motion to appoint, Bob and Malcolm, 6-1. John will see Phyllis tomorrow to be sworn in and will be officially on the Budget Committee to finish this term.

Motion to accept the verbal resignation from Tracie May. Jeff /Malcolm, approved, 7-0.

3. Budget Status (Select Board's Rep).
  - Motion to reopen Executive Office/Town Administrator. The Selectmen would like to give Karen a raise of 2%; would make her salary commensurate with other similar sized towns.
  - **Town Administrator – 4130-02** – Motion to approve, Jeff/Bob, approved line of \$77,549.00, 6-1.
  - Fire Department – Fire Department will present to the Selectmen in two weeks. The Department still has approximately 20% remaining and this is in line with most of the other town departments. Fire Department will most likely present to BudCom at our Dec 19 meeting. They will provide a break down of the salary items for regular salaries, standby and overtime pay.

4. Budget Status (School Board Rep)

Amy provided a draft preliminary school budget for us to review. She expects to have a firm budget at our next meeting, Dec. 5. Also expects to have a new

teacher contract as well, which will also have a bearing on the overall school budget. Elyse will ask Amy Ransom, SAU16 CFO to attend, and we anticipate that both Mike Morgan from the SAU16, Joan from Swasey will also be in attendance to discuss the budget. We hope to have a firm budget proposed to vote at our Jan. 9 meeting. Should also have an understanding of open school positions as December 1 is date that anticipated school contract retirements are announced to obtain full benefits. All should look at this draft at home and prepare with questions on the school budget.

5. Town Budgets for Consideration

- **Planning Board, 4191-13**, Motion to Open Bob/Bill, **NOT** approved in amount of \$84,164.00 (an increase in secretary salary), 1-6.

On Motion to defer for additional information with a 2% salary increase, Krista/Bob, approved 6-1.

- **Recreation – 4520-40** - Motion to Discuss, Bob/Krista. Selectmen voted to increase budget to provide funding for salary increase and benefits plus one additional hour. Motion to table until additional information with a 2% salary increase provided. Malcom/Bob, approval to table, 7-0. Discussion about using the revolving recreation fund to grant the Director a merit bonus.
- **Government Buildings, 4194-16**, Motion Bob/Malcom, approval in amount of \$44,172.00, 7-0.
- **Finance** – There was a discussion about a letter from Howard Caldwell advising that the future trustees may have to charge management fees at approximately \$2,500 to the town. Jeff to get additional information and report back to Budcom at our next meeting.

6. Other Business

- The proposed draft Budget Committee by-laws were discussed. These by-laws were prepared using Pelham's as a template. They document our process formally and will provide guidelines for future budget committee members. It was voted to delete the proposed section 7 B 2 that addresses a new process for capital expenditures and it was agreed to leave the current process to address these expenditures as warrant articles as has been done in the past. BudCom members will review the drafts and we will discuss and vote at our next meeting.
- There will be two slots open at the next election for BudCom. (Tracie May and Bill Faria terms are up this year.)
- It was confirmed that there is \$161,508.00 surplus in the Swasey School General Revenue to be returned to the voters. This should assist BudCom as we look at assessing overall revenue for the coming year.
- 2012 Schedule: School Budget vote on Jan 9, 2012 meeting. We'll have a January 16<sup>th</sup> meeting, and then see if we need more prior to our Public Hearing on the Budget on February 6, 2012.
- Discussed what information, eg: new BudCom by-laws, status of the coming budget, should be provided as a newsletter item in the Brentwood

Newsletter as well as on the website. Krista and Elyse to have a draft for December.

7. Public Comments

It was noted that the agenda for this meeting was not available in advance. Our agenda is not always available ahead of time and is always provided at the opening of our meetings. Our agenda depends on the Selectmen's progress on the budgets. Approved minutes are always available on the website.

Our next meeting is scheduled for Monday December 5, 2011, at 7 pm

Motion to adjourn at 8:41.

Minutes respectfully submitted by

William C Faria